

# CITY OF MILWAUKIE

## **CLASSIFICATION: LIBRARY CIRCULATION SUPERVISOR**

Department: Library                      Grade Number: 12 (24)                      FLSA: Exempt  
Location: Milwaukie Ledding Library                      Union: Management Supervisory, Confidential Group  
EEO Category: 2- Professional

## **DESCRIPTION:**

Oversees, manages, and supervises the work of staff and volunteers responsible for performing a variety of duties relating to the circulation services of the library. This position leads, oversees, and participates in the performance of administrative work in the library. This includes establishing and monitoring basic circulation routines, in-county interlibrary loans, maintenance of financial records, training, and scheduling staff.

This position works under the direct supervision of the Library Director.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises, schedules, and trains staff in the Circulation section in addition to volunteers. Participates in the employee performance review process and recommends or takes corrective action as necessary for assigned staff in the circulation section.
2. Oversees and maintains the Library's automated computer systems.
3. Oversees and coordinates the provision of circulation services.
4. Develops, recommends, and implements approved policies and procedures relating to the circulation function.
5. May act as supervisor for the library in the absence of a Library Director.
6. Compiles employee payroll reports for the library staff.
7. Performs a variety of record keeping functions including: preparing reports, maintaining necessary operating records, overseeing in house library revenue, and monitoring assigned budget.
8. Participates in the library's public relations efforts and, as assigned, represents the library before citizen groups and organizations.
9. Co-ordinates the library displays in the adult department assigned public relations programs.
10. Promotes interest in library programs in the adult department through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizen groups, students, and other business and civic organizations.
11. Maintains positive public relations with customers and is responsive to customer needs.
12. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
13. Performs other duties as required.

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**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) Associate's degree required, Bachelor's degree with some coursework in library science, personnel management or a closely related field preferred; or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) Two (2) years experience in library operations preferably with one (1) year experience in supervising staff; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of the principles and practices of libraries and information systems.
- ii) Knowledge of library collection classification and selection tools and techniques.
- iii) Knowledge of equipment and facilities required in a comprehensive library system.
- iv) Knowledge of circulation, and automated library systems with an understanding of cataloguing.
- v) Knowledge of purchasing procedures.
- vi) Knowledge of supervisory principles and practices.
- vii) Skill to effectively hire, train and supervise paid staff and volunteers.
- viii) Skill to use computer software systems including creating spreadsheets.
- ix) Knowledge of principles and practices of office management and work organization.
- x) Ability to communicate effectively.
- xi) Ability to analyze and utilize a variety of reports and records.
- xii) Ability to establish and maintain effective working relationships.
- i) Ability to work as a team member.
- ii) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must be able to pass the department's security clearance standards including review of driving record

**4. Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

**5. Supervision:**

- a) This position supervises all paid and volunteer staff when working in the circulation division.
- b) Operates under the general direction and supervision of the Library Director.

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6. **Communications:**

- a) Has frequent communications with staff and citizens.
- b) Communication is generally routine in nature with some degree of moderate complexity.
- c) Communication occasionally involves confidential personnel information.

7. **Cognitive Functions:**

- a) Work is occasionally monitored.
- b) A moderate level of structure exists.
- c) Precedent is often available for problems with moderate difficulty.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is generally performed in a library or office setting.
- b) There is some stooping and reaching involved in shelving materials.
- c) There is some lifting of book bags that may weigh up to 40 pounds.
- d) Evening and weekend hours are required.

9. **Resource Accountability:**

- a) Has considerable influence over modest level of resources and cash transactions.
- b) Makes budgetary recommendations for a modest budget level.
- c) This position has extensive impact on the computerized database.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 11/20/90  
Revised: 12/12/95  
Revised: 02/01/03  
Revised: 11/30/04